

Job Title: Sourcing Specialist
Reports to: Director of Operations
Department: Operations

**Position Location: Victoria, BC,
Canada**
Salary Range: \$60,000 - \$75,000
(based on experience)

Under the supervision of the Director of Operations, the Sourcing Specialist will be responsible for purchasing activities including but not limited to entering and sending out purchase orders, coordinating receipts of shipments, and following up with suppliers on any issues. The role will also include supporting forecasting exercises to ensure optimal levels of inventory. In addition, the position will provide vacation and time off relief for the customer service team regarding order processing and general customer support.

Primary Responsibilities

- Develop robust supplier and purchasing strategies.
- Receive, process and verify the accuracy of purchase orders from the organization's internal MRP and ERP systems.
- Support BOM and item creation and maintenance.
- Help maintain proper inventory levels of materials by placing purchase orders with suppliers and ensuring supplier delivery dates meet internal requirements.
- Collaborate with suppliers and internal customers (cross functional team) on matters related to day-to-day supply, quality, part launches, engineering changes, product transfers, and supplier resourcing.
- Manage suppliers, including the identification of new suppliers, qualification process, financial and business analysis, and core supplier review.
- Support the customer service team on a relief basis, which will include taking, entering and processing orders. It may also include receiving, investigating, and processing warranty claims and maintaining and entering RMA data into the ERP.
- Other duties to help support the operations team as deemed appropriate.

Qualifications

We believe that the ideal candidate has the following qualifications and experiences:

- Must have a Diploma or Bachelor's Degree in Business, Supply Chain, or related field plus 3-5 years of experience.
- Familiar with and motivated by the Manufacturing environment.
- Negotiation's experience
- Excellent written and verbal communication skills – willing to work with others.
- Effective interpersonal skills, problem solving, familiar with business case and project financial analysis, desirable project management skills.
- Computer skills are necessary with proficiency in Excel (pivot table, formulas, reports).



- Drive for Project implementation.
- High mobility up to 20 days of travel Domestically and Internationally.

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